

From: Ramona Atchley / Mark Manriquez
Sent: Monday, January 11, 2016
To: NCDOT, Contractors, Inspectors and Engineers
Subject: Pavement Marking Certification Training Registration

NOTE:

- Please **save** the links below for future PMCTs.
The information will be updated on our NCDOT Signing and Delineation unit web page every December:
<https://connect.ncdot.gov/resources/safety/Pages/Signing-and-Delineation.aspx>
Each contractor, inspector or non NCDOT attendee must create an individual User ID name & Password name and have a valid email address before registering for the first time on website:
<https://ncgov.csod.com/client/ncgov/default.aspx>
- Professional Development Hours for this training is 4.5.

The NCDOT Signing and Delineation Unit will be offering a one day Pavement Marking Certification Training on either February 16th or 17th, 2016. This training is intended for NCDOT Employees, Contractors, Inspectors and non-NCDOT employees who will be installing or inspecting Pavement Markings and Markers on NCDOT projects for North Carolina.

NCDOT Employees can request a session or can ask their training coordinator to register them through the NC Learning Center(LMS), which is the same procedure used for all their other training courses at NCDOT.

Non-NCDOT Attendees must first register to create an account on the North Carolina Learning Center website [**See Step 2**], as we are cooperating with the State of North Carolina Training requirements.

Once an account has been created in the system for Non-NCDOT attendees, a 24-hour waiting period will be in effect before registering to enroll in the training session. After the 24 hour wait period is over, each Non-NCDOT attendee can log back onto the NC Learning Center to register to enroll for the Pavement Marking Certification Training, using their **User ID & Password**. [**See Step 2**] In addition to (1) registering for the PMCT, the Non-NCDOT attendee will be able to log onto the NC Learning Center to also (2)check test results, (3)print out attendance certificate and (4)register for retest (if necessary).

***A non-refundable training cost for all attendees will be \$25.00 payable to NCDOT-Signing and Delineation Unit, and can be sent to the following address after enrollment:**

NCDOT – Signing and Delineation Unit
Attn: Ramona Atchley
750 North Greenfield Parkway
Garner, NC 27529

***DEADLINE for Registration is **Friday, January 29, 2016**.

Step 1. NCDOT Employees - Enrollment Procedure:

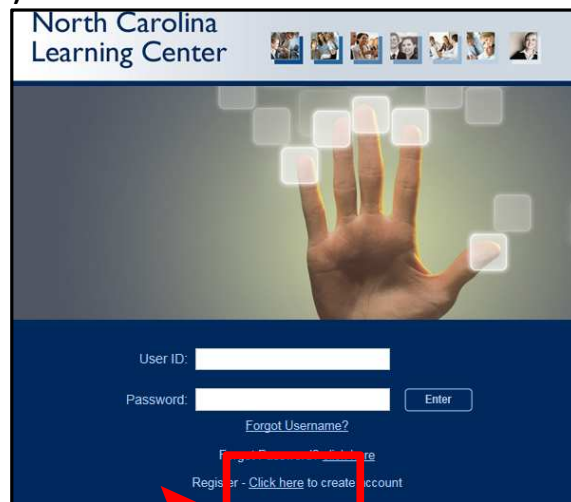
NCDOT Employees can request a session or can ask their training coordinator to enroll them through the NC Learning Center (LMS), which is the same procedure used for all their other training courses at NCDOT.

STEP 2. Contractors / NON-NCDOT Attendees – Enrollment and Registration Procedures

1. Each non-NCDOT attendee must have a valid e-mail address, user ID & Password before registering to enroll. To begin the registration/enrollment process, go to North Carolina Learning Center Webpage: <https://ncgov.csod.com/client/ncgov/default.aspx> Proceed to **Step 2 item 2**.
2. If the attendee has never registered, then go to bottom of this webpage when webpage appears and click on “Register – Click here” to create a new account [see ‘**picture a**’ below]. Proceed to **Step 2 item 3** to finish registering. If attendee has already registered, skip to **Step 2 item 5** and proceed to register for enrollment as if the attendee has already waited 24 hours.
3. When a webpage like ‘**picture b**’ appears, attendee will fill out the “**Welcome NC Learning Center**” Form. Be sure to use “**DOH-PMCT**” in the box for “**DOT EE Code**”. Filling in this box is not optional. Once all boxes are filled in, proceed to **Step 2 item 4**.
Attendee should save their user ID and password, which will be used again in step 2 item 5 and any other time that the attendee needs to log back on to this web site to find their test score, print their attendance certification or register for the retest (if necessary).
The NCLS system will use the attendee’s email address to notify them of any changes.
4. Exit Welcome NC Learning Center screen. Wait **24 hours** (overnight) after registering to create an individual account. After waiting, proceed to **Step 2 item 5**. The system only processes the registering of accounts during its nightly updates. Registering for a Session will not be available until the day after the attendee has created an account.
5. After the 24 hours waiting period, go to the “NC Learning Center” Webpage <https://ncgov.csod.com/client/ncgov/default.aspx> Enter attendee’s user ID and password and press “Enter”. (see ‘**picture c**’) Proceed to **Step 2 item 6**.
6. When the next webpage appears, type “**pavement marking**” in the “Search” box (the box below “Hello, let’s get started” line). Click on the magnifying icon to begin search. (see ‘**picture d**’) Proceed to **Step 2 item 7**.
7. When the next webpage appears, click on “Pavement Marking Certification Training” under “Training results”. (see ‘**picture e**’) Proceed to **Step 2 item 8**.
8. Follow the steps to register for enrollment in the session of your choice and **submit**.

The following is an example from the **Extended Enterprise Registration Quick Reference Card DOT-014**.

- a. Access the **NC Learning Center** login page at <https://ncgov.csod.com> and click on “Click here” to create a new attendee account.
(See Step 2: items 1 & 2)



b. Fill out the “Welcome NC Learning Center” Registration Form, including the “EE Code” for your specific work group. Make sure to use “DOH-PMCT” as your “EE Code”. Then click on “Login”. Close web window and wait overnight to register your enrollment in the PMCT class.

(See Step 2: items 3 & 4)

Welcome NC Learning Center

* First Name: Margaret
* Last Name: Seymore
* Email Address: neseymore@ncdot.com
* User ID: stq5mes
EE Code (Optional): DOH-PMCT
* New password:
* Confirm password:

* Passwords must contain both upper and lower case letters
* Passwords must contain alpha and numeric characters
* Passwords must be 4 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID, or email address.

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

[Cancel](#) [Login](#)

c. After waiting 24 hours, type in ‘User ID’ and ‘Password’ and click ‘Enter’.

(See Step 2: item 5)

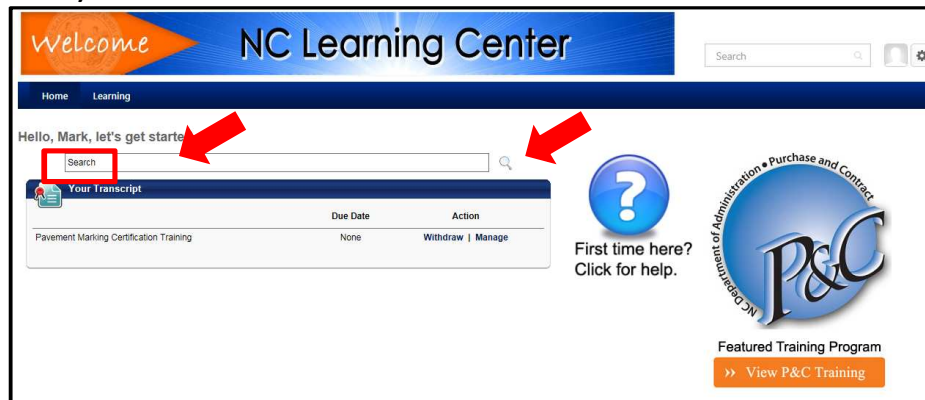
North Carolina Learning Center

User ID:
Password: [Enter](#)

[Forgot Username?](#)
[Forgot Password? click here](#)
Register - [Click here](#) to create account

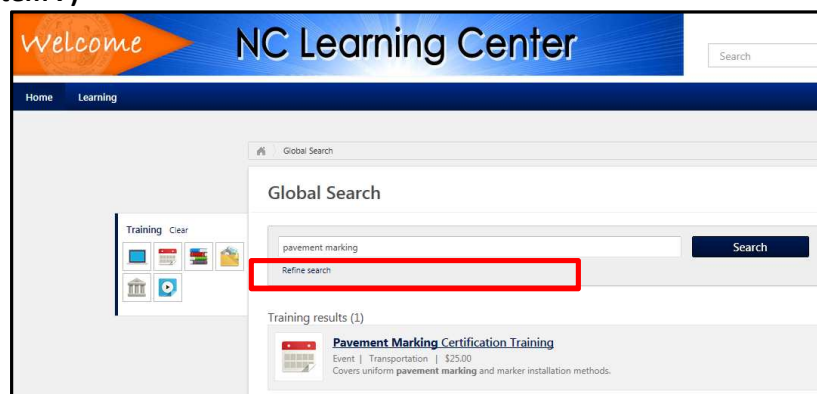
- d. Attendee should enter “**pavement marking**” in Search box and click “**magnifier icon**”. Attendee will be directed to the Home page of the NC Learning Center Extended Enterprise module.

(See Step 2: item 6)



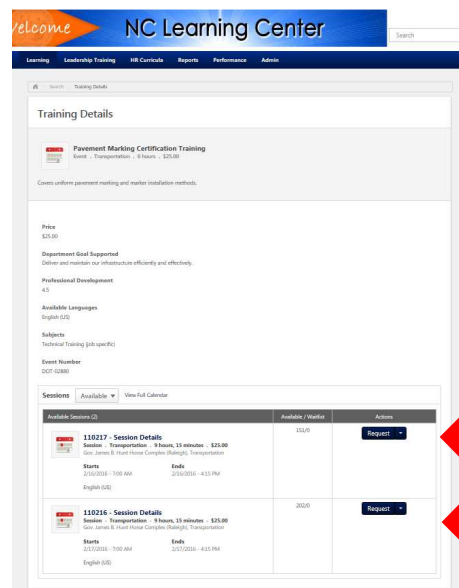
- e. From here you will be able to access your transcript, search for, request and complete training.

(See Step 2: item 7)



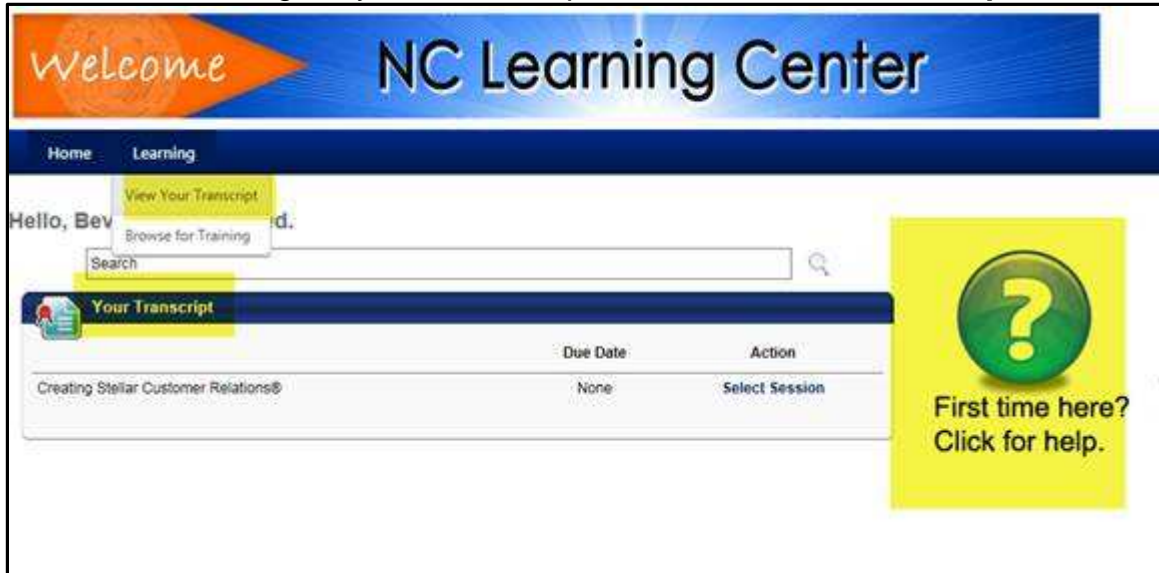
- f. From here you will be able to see request for either days, choose the “**Request**” for your training day of your choice. **NOTE:** If only one of the days is available for you to choose, then it is because the other date is now full.

(See Step 2: item 8)



g. After this step continue your enrollment and make sure to click on “**SUBMIT**” before exiting.

h. Their Transcript is displayed on their Home page as “**Your Transcript**” If they hover over Learning, they will see the option to “**View Your Transcript.**”



If you have any problems or questions in regards with the online registration process, please call **Bev Saylor**, NCDOT Training Coordination at **(919) 707-4459** or **bsaylor@ncdot.gov**. For all other questions please call Ramona Atchley or Mark Manriquez.

Thanks for your time and consideration.

Ramona Atchley
Administrative Assistant
NCDOT Signing and Delineation Unit
Raleigh, North Carolina
919-662-4337

Mark Manriquez
Design Engineer
NCDOT Signing and Delineation Unit
Raleigh, North Carolina
919-661-5956